

**Council on Human Rights**  
**Friday, December 15, 2006**  
**4<sup>th</sup> Floor Conference Room, Office of the Attorney General**  
**Pocahontas Building**  
**11:00 a.m.**

**Council Members Present:** Jon D. Strother, Chairman; David A. Drachsler, Vice Chairman; Charles F. Baugham; Dyana Mason; Deborah Segaloff; Jagdish Singh; and Leslie Teets.

**Staff Present:** Sandra D. Norman, Director; Gerald Snead, Senior EEO Manager; Lisa Hetrick, EEO Manager; Cortley West, Intake/EEO Manager; and Timothy Wilson, Administration/Operations Manager.

**Council's Attorney Present:** Guy Horsley, Senior Assistant Attorney General.

**Call to Order, Training, and Acknowledgements**

The Chairman called the meeting to order and requested Mr. Horsley to conduct the Conflict of Interest training. Following the training session, the Chairman acknowledged the appointment of Ms. Carolina Espinal, who succeeded Ms. Valerie Jones. Ms. Jones was appointed as the Deputy Secretary of the Board of Elections. Ms. Norman extended regrets from Ms. Espinal who was unable to attend the meeting due to a prior commitment. The Chairman then asked those present to share any announcements of events that would be of interest to the Council.

**Director's Report**

Ms. Norman greeted the board and introduced Ms. Lisa Hetrick as the agency's EEO Manager. Ms. Hetrick comes to the Council as an experienced investigator, most recently with the U.S. Department of Transportation, Office of Civil Rights. Ms. Norman also thanked Mr. Horsley for his presentation.

**Council Terms to Expire**

- Five (5) members of Council terms expire in June 2007 – Chairman Jon Strother, Vice Chairman David Drachsler, Rev. Baugham, Mrs. Singh, and Dr. Teets. If members are interested in serving on the Council's board again, she advised them to submit a letter of interest and resume to her by February 1, 2007 and she will forward the letters to the administration office.

**General Assembly**

- The General Assembly session will start on January 10, 2007. The board does have proposed legislation to be considered. As of this morning, none of the agencies within the Administration Secretariat have been assigned a legislator to present their legislation and are waiting on further instructions.

### Night Club

- Ms. Norman presented a follow-up per the request of the Vice Chairman to make an inquiry of the night club, in Virginia Beach. An African American female was denied admittance into the club because of her hair style (dreadlocks and/or braids). She was also allegedly advised to patron a more urban oriented club also owned by the same management company in a neighboring city.
- The management's attorney also advised Ms. Norman that WAVY Channel 10 in Hampton Roads had conducted an investigation. It included sending two (2) similarly situated dressed men into the club, one black and one white. The white male was allowed entrance into the club and the black male was denied entry.
- Ms. Norman stated that the investigation is continuing and she is waiting on dress code policies for both clubs.

### Wal-Mart

- Ms. Norman gave an overview of what information she received regarding if there was any influx of age and/or disability complaints filed recently. The Charlotte District Office of the Equal Employment Opportunity Commission (EEOC) has advised that no influx of disability complaints have been observed. The Charlotte District Office serves the states of Virginia and North Carolina.

### 20<sup>th</sup> Anniversary Celebration

- The Human Rights Forum in concurrence with the 20<sup>th</sup> anniversary of the Human Rights Council will be held on Thursday, April 19, 2007. The program for the forum is in the planning stages. 2007 also marks the 400<sup>th</sup> anniversary of Jamestown and various activities will be held throughout next year.

### Training

- Ms. Brayboy and Mr. West attended an investigator's training session October 30<sup>th</sup> – November 3<sup>rd</sup> in Dallas, Texas. The training was sponsored by the Equal Employment Opportunity Commission (EEOC).
- Mediation training has been also requested for staff either by the Department of Employee Dispute Resolution (EDR) or by the EEOC.

### Relocation of Human Rights Office

- The agency that is occupying the space where the Council is to be housed relocated on December 15, 2006. The Department of General Services (DGS) will inspect the area and based on remodeling plans, will construct the office space for the Council. However, a definite move date for the Council has not been determined.

## **Staff Reports**

### **Mr. Snead**

- Mr. Snead reported that he was glad to have Ms. Hetrick and Mr. West on staff because they are an asset in case closures. Nine (9) cases were closed in October, eight (8) in November, and at least ten (10) should be closed by the end of December. Within the last quarter, case closures ended in conciliations amounting to \$14,150.00. Ms. Norman added that the administration has approved a measure for the agency to investigate cases within a year of acceptance. If the agency continues to progress with the increased staff, this measure should be accomplished.

### **Ms. Hetrick**

- Ms. Hetrick gave an overview of her experiences with federal EEO investigations versus private sector and the differences and similarities between the two (2) types. She also expressed sincere gratitude toward Ms. Norman and staff for receiving her warmly and fostering a congenial transition into the agency's workforce.

### **Mr. Wilson**

- Mr. Wilson reminded the Council members that under revised state accounting procedures, parking receipts must be submitted for reimbursement.
- The Financial Disclosure Statement forms have been distributed to each board member. The form has been revised since the last meeting. This is a mandate prescribed by the General Assembly and forms are due by January 15, 2007. He concluded by thanking those Council members that have already sent their forms into the office.

### **Mr. West**

- Mr. West gave an overview of statistical data of intake and case acceptances. He also explained the database and tracking system. The use of the Integrated Mission System (IMS) helps to track complaints and control case management. A benefit of using IMS is to generate various reports, especially those that include comparing data from year to year and year to date. Both Mr. West and Ms. Norman answered questions from the board regarding the quarterly statistical report.

The Chairman and board commended Ms. Norman and staff on a job well done for the agency's progress.

## **Chairman's Report**

### Appeal Assignment

The Chairman appointed Member Teets, chairman, along with Members Segaloff and Baugham.

### Proposed 2007 Calendar

The Chairman passed out a proposed calendar for meeting dates in 2007. The proposed meeting dates for 2007 are: February 9<sup>th</sup>, April 13<sup>th</sup>, June 8<sup>th</sup>, August 10<sup>th</sup>, October 12<sup>th</sup>, and December 7<sup>th</sup>. All dates are on Friday. Council members and staff will contact the Chairman as soon as possible after coordinating the proposed dates with their schedules and suggest recommendations as needed.

### Board's Strategic Plan

The Board reviewed sub-committee assignments and target dates. Other items discussed included the following:

- Annual Report  
Members Mason and Segaloff will make an effort to coordinate the report with staff prior to the tentative February 2007 meeting. Member Baugham will work with staff on the statistical data for the report. The 2008 General Assembly would be the deadline for the annual report.
- Southwest Virginia  
The Vice Chairman suggested that the Council make an effort to be more inclusive with the southwest region of the Commonwealth since there are no board members currently representing that area. After a brief discussion, it was suggested that if a public forum be needed, it should be held in the southwest region.
- Virginia Bar Association  
Mr. Horsley who has previously served on the Employment Law Unit within the Virginia Bar Association, volunteered to attempt to bring more awareness of the Council to the state association. He will consult with Ms. Norman to include the Council in the association's training or workshop sessions when applicable. The state association is also hosting a national convention this summer.

### Senate Bill 179

This bill offers an amendment to the Virginia Human Rights Act to prohibit discrimination in employment based on an individual's criminal conviction record unless the conviction directly relates to the circumstances of the particular position, occupation, trade, or profession for which the individual is seeking employment. The bill may be revised for the 2007 session and Ms. Norman will check on its status.

### Freedom of Information Act Guidelines

The Chairman presented questions to Mr. Horsley concerning full body, committee, and appeal panel meetings. A brief discussion was held and Mr. Horsley will research the items discussed and present his findings to the board via Ms. Norman.

Minutes from October 6, 2006 Meeting

The Vice Chairman moved to adopt the minutes from the October 6, 2006 meeting.  
Seconded by Member Segaloff and motion carried.

There being no new business to discuss, the meeting adjourned at 2:09 p.m.

Submitted by,

Jon Strother  
Chairman

Timothy Wilson  
Recorder